

# Driver Timetable Alteration Notice

Date: [Insert Date]

To: [Driver's Name]

Address: [Driver's Address]

Dear [Driver's Name],

We would like to inform you about a recent alteration to your driving timetable. This change will take effect starting from [Insert Effective Date].

New Timetable Details:

- Route: [Insert Route Details]
- Shift Start Time: [Insert New Start Time]
- Shift End Time: [Insert New End Time]

We appreciate your understanding and flexibility regarding this adjustment. Please ensure to review the new timetable and reach out to us if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]